

APPENDIX B1

CONTRACT FOR RENTING A NATIONAL GUARD FACILITY

1. Facility Location: _____ 2. Area(s) to be Rented: _____

3. Purpose of Rental: _____

4. Number of People Using the Facility: _____ Under 50 _____ 51 and Over _____

5. Is the Organization an IRS recognized Non-Profit Organization? _____ Yes _____ No

6. Is a Copy of the Business License Held by Profit- Oriented Individual or Organization on File?
_____ Yes _____ No Certification # _____

7. Rental Date(s) Times Rental Date(s) Times

_____	to _____	_____	to _____
_____	to _____	_____	to _____
_____	to _____	_____	to _____
_____	to _____	_____	to _____

8. Special Provisions / Other Comments: _____

9. I/We have Read and Understand the Terms and Conditions of Use Listed on the Back of this Form.
I/We accept ALL Liabilities related to the rental. Also, I/We understand that Cash Will NOT Be
Accepted for Payment.

10. Signatures: Acceptance / Approval

Renter, Title Organization. Name. Phone Number. Date.

Facility Commander Title. Phone Number. Date.

11. Distribution of Completed Contract: Send the Original and First Copy of the Agreement and the
Check

(Made Payable to the STATE of ALASKA) to:

State of Alaska / DMVA / FMD

PO Box 5-549

Ft. Richardson, AK 99505-0549

The Second Copy is for the Facility Commander (pink) The Third Copy is for the Renter (gold)

12. Calculations: Total Hours _____ X Rate _____ = Total \$ _____

13. Standby Charge: Totals Hours _____ X Rate _____ = Total \$ _____

14. Person Performing Standby: _____

15. I Certify that the Armory Has Been Cleaned to My Specification. (To be Signed at Conclusion of Rental.)

Signature of Facility Commander. Date.

16. FMD Accounting Use Only: Check # _____ Date: _____

Reviewed by FMD _____ Date _____

APPR N/C _____ Date _____

TAG Form 202, 1 July 1997 (REV), For Use of the Form See ARNG 420-12

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APPENDIX B2

TERMS AND CONDITIONS FOR USAGE OF NATIONAL GUARD FACILITIES

1. The user will assume pecuniary liability for any and all damages during the time the user rents the facility.
2. The use permit may be canceled at any time.
3. The use of displays and/or decorations during this usage must be approved by the Facility Commander and must be removed promptly upon the conclusion of the event.
4. Smoking is not authorized.
5. Consumption of alcoholic beverages on the premises is not authorized.
6. This agreement shall not be assigned or sublet, in whole or in part.
7. The user shall be held responsible for returning the facility and all rooms used in a clean and useable condition.
8. The user shall negotiate with and agree upon an hourly standby fee payable to the National Guard Member present at the function, unless said individual would normally be in attendance as a member of the user's organization. The standby person is free to donate his/her time if he/she so wishes. Maximum standby fee will be \$10/hr.
9. If requested by the Facility Commander, the user shall contract for and insure that uniformed security personnel are present during all portions of this usage.
10. Neither the National guard nor the State of Alaska warrants or represents that the premises are safe, healthful, or suitable for the purpose of which they are permitted to be used under this agreement.
11. The user agrees that he/she does not and shall not at any time claim any interest or estate of any kind in the premises by virtue of this license or occupancy thereunder.

12. The Facility Commander may impose additional restrictions as required.

13. A \$25.00 returned check fee will be charged for returned checks.

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